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ABSTRACT

The policies and procedures of the college are presented in this 1974 edition of the handbook for the benefit of new faculty members and to serve as a reference manual on current practices for all faculty and staff members. The manual details the college's nature and purpose, faculty relations, faculty benefits and services, the academic program, counseling services, evening and graduate division organization, college administration, and college bylaws. An administrative organizational chart is included, as is a checklist for new faculty members. Specific details are offered on faculty committees, divisions and departments, rank, contracts, tenure, teaching load, sabbatical program, academic freedom, and the use of the library. Further aspects of the academic program include class sessions, scheduling, attendance, grading, and honors. (LBH)

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FACULTY MANUAL

Purpose

This manual is intended to acquaint new faculty members with the policies and procedures of Indiana Central College and to serve as a reference manual on current practice for all faculty and staff members.

INDIANA CENTRAL COLLEGE

INDIANAPOLIS, INDIANA

August, 1974

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Foreword

THE CHALLENGE OF TEACHING

Faculty members of Indiana Central College are a group of distinguished persons of competence and ability in their respective academic disciplines who are dedicated to the profession of teaching. Teaching in our institution is conceived as a vocational commitment to service to humanity. Ours is primarily a teaching institution. We are justifiably proud of our tradition of quality teaching as evidenced by our graduates and their influence in many parts of the world. It is our sincere hope and earnest expectation that each member of our faculty will make a significant contribution to this fellowship of scholarly dedication.

We call our faculty to a commitment to education--to the process of leading the minds of youth to the exploration of new truth, the examination of available data, and the careful preparation for a vocation. We also call them to a commitment to the kind of education and environment of a private, church-related, liberal arts institution in which the sanctity of the individual, the search for a meaningful life and the establishment of a system of values is of paramount importance. We believe that a commitment to this particular institution is likewise essential. The very limited change in faculty membership here is evidence of the deep sense of loyality to this institution and to its goals.

Because education is perpetual, the teacher has an indelible effect on every life forever. To the dedicated teacher each class period and each student presents opportunity and challenge. Both teacher and student should approach each class session with excited expectancy. If an air of anticipation pervades the classroom, something will happen! There is no higher privilege than that of instructing, guiding and inspiring others. At Indiana Central, life is considered sacred and teaching is seen as an important ministry to individual persons.

We are proud of our relationship with the United Methodist Church. While faculty members are responsible for the highest quality academic standards in every course, an educational institution whose historical roots and existence are based in the Christian faith must demonstrate a constant conscious regard for each member of the campus community as a person. Though we have many individuals, each is a person, unique in his own God-given characteristics and abilities. Members of the faculty have the high privilege and awesome responsibility of helping each individual student develop his latent potentialities to the fullest. It is to the challenge of this kind of dedication and teaching that we invite our faculty.

Gene E. Sease, President
Indiana Central College

OUR NATURE AND PURPOSE

The Nature of the College: Indiana Central is a four-year liberal arts college of the United Methodist Church. Founded in 1902 by the church of the United Brethren in Chris., this church merged with the Evangelical Church in 1946 to form the Evangelical United Brethren Church. In April 1968, the E. U. B. Church and the Methodist Church merged to form the United Methodist Church. Our college is related to this church body and will continue its traditionally close association with the church. Among its fundamental commitments, stand these:

--to the liberal arts tradition in education
--to the revelation of and search for truth
--to the challenges associated with the Christian way of life
--to render effective service to mankind

The Purpose of the College: The primary task of any college is to further man's quest for truth. This enterprise may be pursued in various ways. Indiana Central College strives to be a friendly college dedicated to Christian values and high scholastic standards. The emphasis is upon a quality education rather than quantitative growth. Indiana Central believes that provincialism is detrimental to mankind; therefore, through the challenge of a Christian liberal arts education, we seek to provide the student with a better understanding of the physical world; an appreciation of the people of the world, their history and patterns of behavior, their literature, music, and art; and an introduction to the metaphysical foundations which support our values and give meaning and coherence to experience. Such instruction, we believe, will liberate students to assume intellectual leadership in the various enterprises and professions and provide a cosmopolitan background so that they may help bring into being a better world.

Indiana Central bases its program on the assumption that true education includes the harmonious development of the entire person. While a student acquires facts, becoming competent in various skills, and learning to reason, his appreciation of gracious manners, aesthetic values, and honest work is also being enhanced.

Our Objectives: In order to be true to the nature of the college and to elucidate the statement of purpose and implement it, the faculty has adopted the following objectives:

1. To aid students in attaining a more comprehensive understanding of the Christian religion and provide

an atmosphere wherein deeper commitment to the teachings of the Christian faith shall be the natural consequence of an academic experience.

2. To lead students toward an achievement of emotional health and social adjustment, and to an acknowledgment that man realizes his essential humanness in the giving of his talents in the service of others.

3. To introduce students to an understanding of the economic, political, and social relationships basic to man.

4. To teach students the principles of creative and logical thinking, the meaning of the scientific method, the nature of artistic creativity, and the satisfaction to be derived from the relentless search for truth.

5. To develop in students the ability to communicate their thoughts effectively both orally and in writing.

6. To guide students into an understanding of and appreciation for the origins, growth, and character of Western and other civilizations.

7. To instruct students about the complex nature of the universe, as revealed by the biological and physical sciences.

8. To develop in students, by the process of achieving competency in one field of inquiry, a knowledge of scholarly method and analysis commensurate with the aims of a liberal education.

9. To prepare students to successfully pursue one of the professions or to continue in an appropriate graduate program.

10. To develop wholesome health habits in students, to train for physical fitness, to instill an appreciation for physical poise, to provide opportunity to acquire skill in recreational activities which can be enjoyed throughout adulthood, and to keep ever before the student body the merits of the competitive spirit and the primacy of sportsmanship.

11. To provide a program of continuing education to enable adults to attain a greater degree of self-realization through the further development of their abilities, skills, and interests, and to equip them to be of greater service in their particular vocations.

Accreditation and Memberships: Indiana Central is fully accredited by the North Central Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, the National League for Nursing, the Department of Public Instruction of the State of Indiana, and University Senate of the United Methodist Church. Membership is held in the American Council on Education, the Association of American Colleges, the Indiana Conference of Higher Education, the Midwest Conference on Graduate Study, Adult Education Council of Indiana, the National Association of Schools and Colleges of the United Methodist Church, the Council of Protestant Colleges and Universities, the Independent Colleges and Universities of Indiana, the Associated Colleges of Indiana, the Association of Colleges and Universities for International/Intercultural Studies (ACUIIS), the National Commission on Accrediting, the Association of University Evening Colleges, and the American Association of Community and Junior Colleges. The American Association of University Women places us on their qualified list. Credits earned at Indiana Central are acceptable and transferable everywhere.

THE FACULTY

Membership: The voting faculty of Indiana Central College consists of all full-time teachers holding academic rank. The President, Deans, Registrar, Director of Admissions, Director of Industrial Relations and Continuing Education, Business Manager, Assistant to the President and Director of Development, Director of Church Relations, Director of Alumni Affairs, Librarian and Assistant Librarian, and the Director of Student Services of the Evening Division shall also be considered members of the faculty unless otherwise designated.

Meetings: The faculty meets monthly for a business session during the regular academic year at an hour determined by the members at the beginning of each academic year. A professional enrichment meeting is also scheduled monthly. Special meetings may be held upon the call of the presiding officer. The President of the college presides, or, in his absence, the Academic Dean. Each faculty member is expected to attend all faculty meetings, unless excused by the President's Office.

Records: A secretary, elected each year by the members from the membership of the faculty, shall keep a record of the attendance and proceedings of each meeting and shall send the members copies of the minutes.

Functions and Duties of the Faculty:

Determine the educational policies of the institution in conjunction with and subject to the approval of the Board of Trustees.

Receive and act upon reports of committees of the faculty.

Act upon matters referred to it by the administration.

Pass upon the recommended candidates for degrees and refer the approved candidates to the Board of Trustees.

The Teacher's Role in the College: The achievement of the purposes and goals of the college rests, in large measure, with those who teach. A teacher imparts much more than knowledge! Consciously or not, his attitudes, philosophies, habits, and influence are never confined to the classroom or particular subject fields. The teacher must essentially be the quality of person he desires his students to become. The program of the college pivots upon good teaching. Administrative activities are designed to make possible the highest quality of instruction. The teacher has the opportunity and responsibility of making each class hour worthwhile and rewarding.

Faculty Committees:

Admissions and Student Aid Committee

This committee has the following responsibilities:

Make recommendations for policies and practices in admissions and student aid.

Review and make decisions on the admission of marginal students.

Review credentials and make recommendations for special distinction and scholarships.

Artistic Productions Committee

This committee has the following responsibilities:

Arrange for guest artistic and dramatic productions to visit the campus.

Suggest and recommend to the Convocation Committee artists it believes should be considered for those programs.

Apprise students of the many artistic productions available to them in the Indianapolis community.

Athletic Committee

This committee has the following responsibilities:

Promote an intercollegiate and intramural athletic program and control athletic policy consistent with the development of both mental and physical attitudes desired in those who excel.

Classification and Petitions Committee

This committee has the following responsibilities:

Determine the classification of students, i.e., Freshman, Sophomore, etc.

Evaluate and allow credit for work done in other colleges or in approved educational programs.

To act upon petitions:

a. requesting permission to carry more than a normal load.

b. requesting permission to take work in other accredited institutions and if this work is to be transferred to the college to satisfy degree requirements.

c. requesting permission to return to college.

d. concerning the fulfillment of curriculum requirements.

Recommend to the faculty candidates for degrees in course and for academic honors.

Convocation Committee

This committee has the following responsibility:

Plan and direct the Convocation programs.

Educational Policies and Curriculum Committee

This committee has the following responsibilities:

Study the institution's educational program and make recommendations for faculty action on matters of policy and procedure.

Consider questions of educational policy that are referred to it.

Study requests and recommendations on matters of educational policy that come to the college from outside organizations.

Consider questions of change in the curriculum and make recommendations to the faculty.

Study the curriculum in the light of the demands made upon it in the satisfaction of professional and pre-professional requirements.

Extra-Class Activities Committee

This committee has the following responsibilities:

Periodically review policies regarding extra-class organizations and recommend desirable changes.

Consider and make recommendations to the faculty regarding the addition or deletion of organizations from the approved organization roster. Review, with the Dean of Students, the reports of campus student organizations as to membership and activities.

Review and make recommendations to the faculty regarding proposed changes in the charter or bylaws of any campus student organization.

Encourage, within reasonable limits, student participation in extra-class organizations and activities.

Establish policy, in cooperation with the Central Council, relative to the number of organization offices which a student may hold at any one time.

Faculty Social Events Committee

This committee has the following responsibility:

Schedule and direct the social functions of the faculty.

Honorary Degree Committee

This committee has the following responsibilities:

Receive and consider suggestions concerning honorary degrees.

Secure a written record of the candidate's age, education and accomplishments, with a documented statement of the special service that merits the award.

Recommend candidates to the faculty to be presented to the Board of Trustees or its Executive Committee.

Honors Committee

This committee has the following responsibility:

Establish and administer an academic program for very able students designed to stimulate them to achievement beyond that required by the standard curriculum.

Institutional Study Committee

This committee has the following responsibilities:

Study the objectives, traditions, and institutional problems of the college with the purpose of finding better means of accomplishing those objectives.

Evaluate and study matters referred to it by the faculty or administration.

Recommend changes in policy or procedure to other faculty committees or to the faculty as a whole.

International/Intercultural Studies Committee

This committee has the following responsibilities:

Coordinate international study programs in which the college participates.

Explore new areas of international and intercultural studies which should be explored.

Expose the campus to the availability of such programs.

Library Committee

This committee has the following responsibilities:

Serve as an advisory body to the college librarian.

Express faculty opinion on matters relating to the library.

Assist in helping to meet the requirements of accrediting agencies.

Study and recommend policies and procedures by which the library may best meet the needs of students and faculty.

Apportion the book fund to the various departments.

Religious Life Committee

This committee has the following responsibilities:

Stimulate the Christian growth of students and faculty on campus; develop the means by which this can be done; encourage existing groups which are working toward this end and help organize new groups when needs are apparent.

Evaluate the effectiveness of our total program of Christian life on campus.

Suggest ways of correlating the religious activities of various campus groups.

Special Days Committee

This committee has the following responsibility:

Plan and direct the program for special days such as Honors Day, Baccalaureate and Commencement.

Teacher Education Committee

This committee has the following responsibilities:

Study the issues and trends in teacher education, including requirements for teacher certification and opportunities in teaching fields.

Recommend principles and policies for recruiting, admitting, preparing, and recommending candidates for teacher certification.

Evaluate proposed changes in the teacher education program.

Divisional Organization of the Faculty: The academic organization of the college is classified in six divisions. Each division has a chairman appointed by the President. These chairmen, along with the Academic Dean and the Dean of the Graduate and Evening Divisions form the Academic Council of the College. The Academic Dean is chairman of the Council and the President an ex officio member. The divisional classification of the academic departments is as follows:

a. Social Studies Division

(1) Behavioral Sciences
(2) Business Administration and Economics
(3) History and Political Science
(4) Philosophy and Religion

b. Language and Literature Division

(1) English Language and Literature
(2) Foreign Languages and Literature

c. Science and Mathematics Division

(1) Biology
(2) Chemistry
(3) Earth Science
(4) Mathematics and Physics

d. Fine Arts Division

(1) Art
(2) Music
(3) Speech and Theatre

e. Professional Studies Division

(1) Health and Physical Education
(2) Nursing

f. Education Division

(1) Education

Administration of Divisions and Departments:

The Academic and Graduate Deans shall

Be responsible to the President for the academic and administrative affairs of the divisions and departments.

Counsel with faculty (with special attention to new faculty members) and provide intellectual stimulation.

Assist the President in the evaluation and employment of teaching faculty.

Division Chairmen shall

Be responsible to the Academic Dean for the academic and administrative affairs of the division, including course offerings.

Provide for meetings of the division on a regular basis.

Counsel with Department Chairmen and the Academic Dean to provide continued professional enrichment for faculty.

Assist the Academic Dean in the evaluation and employment of teaching faculty, and consult with Department Chairman regarding same.

Department Chairmen shall

Be responsible to the Division Chairmen for the academic and adminstrative affairs of the department.

Study and review regularly the course offerings and originate proposed changes within the department.

Counsel with faculty members and Division Chairmen and provide for regular departmental meetings. Assist the Division Chairmen in the evaluation and employment of teaching faculty.

Assist in the preparation of brochures to promote the work of the department.

Faculty Rank:

Indiana Central College has four ranks in its instructional staff. These, together with the minimum qualifications for each rank, are:

1. Professor

   A professor must have an earned doctor's degree, or at least two years of graduate education beyond the master's degree with outstanding accomplishment recognized by workers in his own subject field, and at least six years of successful college-level teaching experience in the area of subjects to be taught.

2. Associate Professor

   An associate professor must have an earned doctor's degree, or at least two years of graduate training in his teaching field beyond a master's degree, and at least four years of successful college-level teaching experience in the area of subjects to be taught.

3. Assistant Professor

   An assistant professor must have at least a master's degree with a minimum of two years of successful college-level teaching experience.

4. Instructor

   An instructor must have at least a bachelor's degree with a minimum of two years of successful teaching experience, although the latter requirement may be waived.

Faculty Appointments:

Faculty appointments are made by the Executive Committee of the Board of Trustees upon the recommendation of the President.

Faculty Contracts and Tenure:

This statement concerning tenure applies to a status of job security for members of the full-time teaching faculty of Indiana Central College. Tenure is acquired by meeting requirements established by the governing board of the institution. Faculty contracts to be prepared and sent by March 31 and all full-time contracts for employment shall be on an annual basis.

A person who is on tenure may be dismissed only for cause which may include, but not be limited to, serious misconduct, negligence of duty, or professional incompetence. A person so dismissed has the right to a hearing before the Academic Affairs Committee of the Board of Trustees. The decision of this committee will be final unless the faculty member or the administration requests within thirty days a review by the Board of Trustees. The institution shall not be required to continue tenure employment of the faculty member should reduction in student enrollment or changes in curricular offerings so change the institutional teaching requirements that the need for teaching in the area of his competence no longer exists. Should this situation arise, the administration will give notice to the faculty member affected at a reasonable time prior to the issuing of annual contracts.

A person who has been employed by the institution as a member of the full-time teaching faculty and who later is assigned full-time or part-time administrative responsibilities does not lose his tenure rights as a member of the teaching faculty. If the administrative assignment is made before he has sufficient years of service on the teaching faculty to acquire tenure, his continued service in adminstration shall count toward fulfillment of that requirement provided he merits tenure on the basis of his professional qualifications and teaching competence. However, in any such instance the tenure involved applies only to his status as a member of the teaching faculty.

Professionally qualified members of the library staff may acquire tenure in their library positions.

The requirements for securing tenure may be changed from time to time by the Board of Trustees but shall not be so changed as to invalidate the tenure rights of any person who has already acquired tenure or is in the process of doing so under regulations in effect at the time of his original employment.

Tenure status may be dissolved or modified by mutual agreement between an individual and the institution. Such modification or dissolution must be approved by the Academic Affairs Committee of the Board and by the Board of Trustees and must be signed by the individual faculty member and the President of the college.

The President mails a formal notice of employment to each instructional employee, indicating rank and salary for the ensuing year. The employee must indicate his acceptance in writing. Any member of the faculty who expects to discontinue his connection with the college at the close of a school year must notify the President not later than the beginning of the second semester.

Current Tenure Policy:
(Effective January 1974)

1. Faculty members below the rank of associate professor should not be eligible for tenure. *

2. Persons holding the requisite faculty rank should be considered for tenure to be effective after seven years of full-time teaching.

3. Contracts for the first seven years of service are to be made on an annual basis. After a faculty member has served for seven years of full-time teaching without attaining tenure, the college may offer a year's contract with the understanding that another year's contract could be forthcoming for the succeeding year.

4. Tenure should be only in the department in which a faculty member holds his rank.

5. Department chairmen should supervise their probationary faculty members, help them to qualify for tenure, and participate in the evaluation of their competence and the decision to grant or not to grant tenure.

6. What constitutes competence should be clearly stated in writing so that each probationary faculty member can work with confidence toward qualifying for tenure. If the criteria are to differ from department to department, the requirements for each should be explicit. If they are to be tailored to each person hired, there should be a written agreement to prevent misunderstanding.

7. New tenure policies should apply only to faculty members hired after the changes have been adopted by the Board of Trustees.

* Recommendations of the American Library Association with regard to professional librarians shall be applicable.

Salary Ranges:

There is an overlap in salary ranges among the four ranks of Instructor, Assistant Professor, Associate Professor, and Professor to allow maximum flexibility in salary contracts. The stable financial health of the institution has to date permitted regular improvement in salary ranges. The salary ranges are published each year with the contract letter.

Retirement:

The mandatory retirement age for faculty is 65 years of age.

Teaching Load:

A teaching load of twenty-eight semester hours for the regular semesters and Fleximester is considered a full teaching load, with the additional understanding that reasonable committee assignments are expected.

Sabbatical Program

After six years of service, a full-time faculty member may apply for a sabbatical leave for one semester at full salary or two semesters at half salary. Applications for a sabbatical program are available from the office of the President. In passing upon such requests, the President will carefully consider the particular proposal which is contemplated by the faculty member.

The following items are a part of the sabbatical policy at Indiana Central:

1. The applicant must have served as a full-time faculty member continuously at Indiana Central College for six years.

2. Salary or other remuneration, other than fellowships or scholarships, shall not be accepted by a faculty member on sabbatical leave.

3. Faculty members granted sabbaticals are required to give a minimum of two years' service to the college following the sabbatical leave. If such is not done, the member is then under obligation to return a proportionate share of the salary for the period of service not rendered.

4. Items bearing significantly on the approval of sabbatical requests include:

    a. The institution to be attended and the nature and purpose of the work to be undertaken.

b. The nature and purpose of proposed research and its bearing on the subject matter of the faculty member. Under whose auspices will it be conducted?

c. The objectives of proposed travel, places to be visited, and the relevance of such travel to teaching assignments.

In each case, it is incumbent upon the applicant to satisfactorily describe in detail the worth of the experience, both personally, professionally, and to the college. General statements will not be adequate to deserve consideration.

5. Requests for sabbatical leaves should be filed with the President by January 15 of the year in which the leave is being requested.

6. Following the leave, the faculty member will present a written report to the President outlining the activities and accomplishments of the period of time away from the campus.

In some instances, arrangements may be made to have a sabbatical leave spread over a succession of summers.

Faculty Sponsors:

All student organi ations operate with the assistance and cooperation of a faculty sponsor. The faculty representative to the Central Council and the sponsor of the freshman class are appointed by the President of the college. Other groups may elect their faculty sponsor after consulting with the Academic Dean and the Dean of Students who are responsible for the equitable distribution of groups for faculty sponsorship. Faculty members are not expected to sponsor more than one organization.

The duties of a sponsor include:

Attendance at as many meetings of the organization as possible, and counsel as an official college representative.

The wise integration of extra-class programs with the academic program. Activities of the group should contribute toward the realization of the expressed objectives of the college.

Special care to observe the school image at activities of a public nature, publications, social functions, campaigns and the like. He should acquaint himself in detail with the nature of the programs.

No program of entertainment may be announced until approved by the sponsor. Changes in the constitution or bylaws of any student group must be approved by the Extra-Class Activities Committee and by the faculty, and a copy of the new or revised constitution and bylaws filed with the Dean of Students and with the college President. Copies of the minutes of the business meetings of all campus organizations should be filed with the Dean of Students.

Faculty Representatives to the Academic Affairs Committee of the Board of Trustees:

The Academic Affairs Committee is a committee of the Board of Trustees composed of nine members. Four are members of the faculty and are elected by the faculty. Five are members of the Board and are appointed by the Board chairman. The faculty determines election procedures and qualifications for the members which it elects. The faculty has determined that its members shall be elected for two-year terms with two being elected each year and that they shall be elected from among members of the faculty as shown on the faculty list of the President's Office.

This committee serves as a channel of direct communication between the Board and the faculty and concerns itself with matters which relate to faculty employment and service and with other academic matters which may from time to time become the direct responsibility of the Board.

Academic Freedom:

The administration and faculty of Indiana Central College endorse the 1940 statement of the American Association of University Professors relative to academic freedom. That statement is as follows:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims at the institution should be clearly stated in writing at the time of the appointment.

3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution.

When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

Faculty Use of the Library:

The library is under the supervision of a trained staff which is responsible to the Librarian and the Academic Dean. The Faculty Library Committee is consulted on major problems and on matters of policy.

1. Book orders

   The Library Committee apportions the book budget with a definite amount allocated to each department. Information concerning the state of this budget is available from the librarian at any time.

   Book orders are approved by the department chairman who gives them to the librarian. Order slips are available at the librarian's desk. Faculty members will be notified when books they have ordered are ready for use. A list of all new acquisitions to the library is sent periodically to faculty members.

   Unused funds: All unused departmental book funds revert to the general book fund on March 1 of each year.

2. Reserve books

   The reserve book shelves are located back of the circulation desk. Books are placed there at the request of instructors and are subject to restricted use (two-hour, three-day, seven-day periods.)

   Instructors are urged to help keep the reserve collection active by reserving only those books which will be in general use and by removing them from reserve when the occasion for their use is past.

   Because of the time involved in placing books on reserve, it is necessary that reserve lists be given to the librarian well in advance of the time that they are given to the students who will use them.

3. Audio-visual equipment

The library audio-visual program is under the supervision of the assistant librarian. A collection of spoken records, filmstrips, microfilm and tapes is housed in the library for general use of faculty and students. A list of available materials is located in the card catalogue.

A fund for the purchase of audio-visual materials is set up as part of the library budget. Faculty members are encouraged to make suggestions for such purchases. A collection of catalogues and source materials is kept on file for their use.

The library has record players, tape cassette players, microfilm reader and microfiche reader available for use by the faculty and students. It is assumed that the equipment will be used for campus instructional programs and for the programs of campus organizations.

A special collection of records is maintained by the Music Department and may be heard or borrowed there.

4. Faculty borrowing

Books from the "two-weeks" shelves may be borrowed for the school year. Several days prior to the close of the school year, each faculty member will be sent a list of the books, periodicals, and audio-visual materials charged to him. He is expected to return them before the end of the current semester. It is taken for granted that reference books, current periodicals, and reserve books remain in the library for general use and that faculty members will not expect to borrow them.

Faculty and students are permitted to charge periodicals for overnight use under the rule which governs the circulation of reserve books. They may be taken one half hour before closing time to be returned one half hour after the library opens the following day. Because of their value and the difficulty of replacing them, bound volumes of periodicals do not circulate outside the library.

Faculty members will be billed by the business office each June for lost and damaged library materials which have been borrowed by them.

Audio-Visual Services:

The services are under the direction of the Director of Audio-Visual Services.

A fund for the purchase of audio-visual equipment and materials is provided within the budget. Faculty members are encouraged to make suggestions for such purchases.

The equipment is housed in the Audio-Visual Laboratory in room 205 of Good Hall and in the Education Curriculum Laboratory in Good Hall. Facilities for mounting and laminating are provided. Equipment may be scheduled by contacting the consultant in the Education Laboratory. Any defect in equipment should be reported immediately. It is assumed that the equipment will be used for campus instructional purposes and for programs of campus organizations.

Available equipment includes 16 mm projector, slide and filmstrip projector, opaque and overhead projector, tape recorder, record player, screens, language masters, video tape equipment, listening stations, and various specialized equipment. The faculty is encouraged to consult with the audio-visual services for further information.

Tutoring:

A teacher is not permitted to tutor Indiana Central students for compensation. All requests for special tutorial assistance should be channeled through the office of the Academic Dean.

Care of Buildings:

In the interests of safety, economy, and good housekeeping, faculty members are asked to turn out all lights when they leave their classrooms, laboratories, or offices; to close windows; and to report in writing to the superintendent of buildings and grounds such matters as faulty lights, leaking radiators, cold rooms, fire hazards, and other conditions which may cause inconvenience.

FACULTY BENEFITS AND SERVICES

Social Security:

The college pays the appropriate percentage of the Social Security taxes with the balance deducted from the employees salary. This amount is set by the Social Security Administration.

TIAA-CREF Retirement

The college contributes 9 % of the gross salary for each faculty member with more than 15 years of service at Indiana Central, 8 % for those with at least 10 years but less than 15 years of service, 7 % for those with 5 years but less than 10 years of service, and 6 % for all other eligible faculty members. The 5 % faculty member contribution is on a payroll deduction basis.

Blue Cross-Blue Shield:

The college pays 25 % of the premium for all covered employees. Major Medical Insurance is provided at no cost to employees who are enrolled in the base Blue Cross-Blue Shield plan. (Blue Cross-Blue Shield coverage in another group through employment of a husband or wife will normally serve as base coverage and make employees eligible for Major Medical coverage.) This coverage pays 80 % of all covered charges up to a maximum of $25,000.

Disability Insurance:

This insurance is provided at no cost to the employee and becomes effective after a full year has been completed with Indiana Central. After six months disablement an employee is eligible to receive disability insurance payments ranging up to 60 % of the first $1,500 of monthly salary. Benefits also include payment of pension premiums for those covered under the college retirement plan.

Life Insurance:

The college provides a $5,000 term life insurance policy on each full-time employee. Additional coverage, up to $5,000, may be purchased on a payroll deduction basis. Current cost is less than $1 per month for each $1,000 additional coverage. (The employee has the option of paying a modest monthly premium, on a payroll deduction basis, to convert the term insurance to ordinary life insurance. This assures the employee of some paid-up insurance at retirement time.

Tuition:

Children and spouses of full-time faculty members are granted full tuition in either day or evening school. Half-tuition is granted for graduate courses taken at Indiana Central.

Sabbatical Leave:

Application for sabbatical leave may be filed after completion of six (6) years of full-time service at Indiana Central College. Leave can normally be taken at full salary for one semester or one-half salary for two semesters. (See section on Sabbatical Program, pages 14 and 15.)

Memberships:

The college will reimburse faculty members for personal dues in professional organizations up to $25 per year.

Travel Expenses:

In order to assist in attendance at professional meetings and learned societies, the college will pay one-half of the cost of travel, lodging, and meals for faculty members to attend up to two professional meetings each year. Vouchers should bear the approval of the department chairman and the Academic Dean.

Bookstore Purchases:

A discount of 10 % is allowed on personal purchases of $1 or more.

Secretarial Services:

Secretarial services are available through the Printing and Central Duplicating Department. It is recommended that faculty members use student employees for a minimum of such work and these services be requested through Central Duplicating.

Health Services:

The services of the College Health Center in Krannert Hall are available to all employees as needed. Dependents of employees should not use the Health Center on a regular basis.

Activities:

Faculty members are admitted free of charge to regularly scheduled home intercollegiate athletic events and to many music and dramatic presentations by those departments.

Departmental Stationery:

Letterheads and stamped envelopes are supplied to each faculty member for college related use. Requisitions should be sent to Central Printing and Duplicating.

Check Cashing:

The Accounting Office is glad to provide a check cashing service for faculty members. It is requested that such checks be restricted to amounts under $50 and be cashed between 1 p. m. and 4 p. m.

Auto Use:

Faculty and staff members traveling on behalf of the college are reimbursed at 15 cents per mile for the use of their car. Several automobiles are owned by the college and may be used by faculty members on a first-come/first-served basis for approved school business. Use of automobiles should be requested through the Business Office.

Data Processing Center:

The Data Processing Center in Good Hall is operated on an "open shop" basis. During open shop hours the computer and related equipment is available for faculty and student use. Operating assistance is provided by the Data Processing Center staff.

Student Assistants:

Part-time student assistants for supervision of laboratories, keeping instructional records, and performing other duties may be provided where necessary. Employment of such assistants must be approved by the department chairman and the Academic Dean. Requests for use of student assistants should go to the Office of the Academic Dean.

Custodial Services:

The Superintendent of Buildings and Grounds is responsible for janitorial services. Minor suggestions, criticisms, or complaints may be made to the custodian on the job. Repeated failure of a custodian to give satisfaction should be reported to the Superintendent of Buildings and Grounds.

Special Use of Buildings or Rooms:

Persons or groups desiring to use a building or a portion thereof for a special purpose should check with the Information Office for the use of all facilities and equipment needed.

Requisitioning Supplies

Each department should anticipate its need for supplies and equipment as a part of the annual budget estimates. Departmental requisitions within the limits of approved departmental budgets will be accepted by the Business Office.

Forms for requisitioning supplies and equipment may be obtained from the Central Duplicating and Printing Office. When supplies or equipment are needed, a requisition should be completed in triplicate and the original and first carbon sent to the Central Duplicating and Printing Office. Examination books (blue books) are among the items which may be requisitioned from that office. Requisitions for items of major equipment may be sent directly to the Business Office.

Ordering Textbooks:

Department chairmen receive from the bookstore the cards for use in listing texbooks and other materials which the bookstore is expected to order. Department chairmen are responsible for distributing these cards to teachers in their departments (if necessary) and returning the completed cards to the bookstore.

Book cards should be sent to the bookstore no later than March 15 for the summer sessions and fleximester, by May 1 for first semester texts, and by November 1 for second semester texts.

If an advance order proves inadequate, instructors should place a supplementary order with the bookstore. It is suggested that faculty members work closely with the bookstore personnel to be sure texts are ordered in sufficient quantity and that the proper books have been delivered. It is especially important that faculty members check on book orders a few days before the beginning of classes. Forms for requesting desk copies of textbooks will be supplied by the bookstore upon request.

Duplicating Services:

The college is equipped to meet most duplicating and printing needs. Within limits, the office staff will duplicate course outlines and examinations. Copy for outlines normally should not exceed six (6) pages in length, and must be presented for duplicating well in advance of the date of its intended use. More extensive manuals and outlines will be done on a sale basis through special arrangements with the Business Office in cooperation with the Central Duplicating and Printing Office.

Department chairmen should consider requirements for paper, stencils, duplicator carbons and the like when preparing annual budget requests.

THE ACADEMIC PROGRAM

Note: The college catalog should be consulted for a complete listing of course descriptions, academic regulations, and requirements.

Academic Sessions:

The college yea is organized in two 14 week semesters and a fleximester. During the fleximester, the student may be enrolled in one four-hour course or receive fleximester credit by attending both seven-week summer sessions. Day students are required to take three four-week fleximester courses as a part of their requirement for graduation. Courses may be planned which exceed four weeks in length with credit being given on the basis of one credit hour per week.

The semester hour is the unit of college credit. A semester hour is the unit of credit allowed per semester for a course meeting for one lecture or recitation or for at least two laboratory periods per week.

The normal hour load for a regular student is 14 hours per semester and one hour for each week of the fleximester and/or summer session. Students wishing to carry more than the normal load apply for such privilege to the Classification and Petitions Committee.

Daily Class Schedule:

Period	Time
1	7:45 - 8:40 a. m.
2	8:45 - 9:40 a. m.
Convocation	9:45 - 10:40 a. m.
4	10:45 - 11:40 a. m.
5	11:45 - 12:40 p. m
6	12:45 - 1:40 p. m.
7	1:45 - 2:40 p. m.
8	2:45 - 3:40 p. m.
9	3:45 - 4:40 p. m.
Evening Division classes are held during the period	5:30 - 10:15 p. m.

Classes should begin immediately after the ringing of the starting bell and be dismissed promptly upon the ringing of the closing bell. Classes dismissed before the closing bell cause confusion in the halls and disturb others.

The hour for which the class is scheduled or the room in which the class is scheduled cannot be changed without permission from the Registrar or Academic Dean.

Absence or Tardiness of Instructors:

If an instructor finds it necessary to be absent or a few minutes late to a class, he should notify the Academic Dean in advance of the class period.

If an instructor wishes to attend a meeting of a learned society or if for any other reason he desires to cancel his classes he must first receive clearance from the Academic Dean, through the Department Chairman.

Attendance Regulations:

Each student is expected to attend meetings of all classes in which he is enrolled for credit. There is no "cut system" in operation. Each instructor records students' absences, unexcused and excused, and notifies the Academic Dean whenever absences are endangering the academic standing of the student. The student may be required to withdraw from the course.

Grading System:

A discussion of the grading system and quality points used as a scholarship index may be found in the current catalog.

Distribution of Grades:

Faculty action has established that an average of 6.900 to 7.200 quality points per credit hour should be maintained for the grades of the institution as a whole. Grades are analyzed each semester to determine how each instructor's grades and each department's records relate to this institutional standard.

Recording and Reporting Grades:

Class record books are furnished from the Academic Dean's Office for keeping grade and attendance records.

Grade cards are furnished by the Registrar's Office at the close of the first half of the semester for the instructor's report of grades and again at the close of the semester.

Grades are Reported Twice:

1. Mid-semester grades: A preliminary progress report is made for each course, in letter grades, at the close of the first seven weeks of the semester. (Although these grades are not entered on the permanent record of the student, they are especially helpful to advisers in counseling students.)

2. Final grades: After the close of each semester a final letter grade is reported for each student in each course. Grades which have been reported are final and may be changed only in case of error on the part of the instructor, at his request, and with the approval of the Academic Dean.

Examinations:

Examinations may be held at the discretion of the instructor; however, the Registrar will issue a suggested schedule for the last week of school to protect the student from having too many examinations on one day.

Academic Probation:

"Scholarship probation" is the term used to indicate that a student does not meet the minimum scholarship index requirements established by the faculty. (See Catalog for these requirements.)

Students on scholarship or disciplinary probation are not eligible for active participation in any college organization which officially represents the institution (the term "organization" does not include the Symphonic Wind Ensemble, Symphony Orchestra, or Choir).

The Committee on Classification and Petitions determines each semester which students are on "scholarship probation." The committee requires of such students a reduced hour load, the elimination of out-of-school work or activities, or other measures to help the individual student improve his scholastic standing. Many are referred to the Reading Laboratory to improve their comprehension and speed in reading.

Scholastic Honors:

Academic honors are awarded at graduation to students who have completed at least 85 semester hours in residence and who meet scholarship requirements as indicated:

1. Magna Cum Laude - to graduates who have a scholarship index of at least 10.500.

2. Cum Laude - to graduates who have a scholarship index of 9.750 but less than 10.500.

3. With Distinction - graduates who have completed a minimum of 12 semester hours of work in the general honors program plus a satisfactory research paper or project and who have been recommended by the Honors Council.

The Dean's List:

Any student who during a semester completes at least 14 semester hours with an academic index of at least 10.500 shall be eligible for the Dean's List.

Annual Honors:

Any student who during the regular academic year completes at least 30 semester hours with an average of 9.000 shall be eligible for recognition at the Annual Honors Program.

Epsilon Sigma Alpha (Senior Honor Society)

Candidates for degrees during the current academic year who have a scholarship index of at least 9.750 on a minimum of 100 semester hours, of which at least 85 must have been completed at Indiana Central College, are eligible to become candidates for election to membership in Epsilon Sigma Alpha.

Candidates for degrees who have completed all course work with a scholarship index of at least 9.750 will become eligible to be candidates for membership on the basis of 127 semester hours, of which at least 85 must have been completed at Indiana Central College.

Election to membership is by a four-fifths majority of the votes cast by the faculty in secret ballot; ballots are to be mailed to the faculty members not later than March 1 and to be returned not later than March 15. (The faculty is reminded that abstention from voting for any one person listed on the ballot would be negative in its effect.)

In election, consideration shall be given to the contribution of the candidate to the general welfare of the college

Phi Alpha Epsilon (Freshman Honor Society):

Students who earn a minimum of thirty semester hours of credit during their first year of college work with a scholarship index of at least 9.750 are eligible to become candidates for election to membership.

Election to membership is by a four-fifths majority of the votes cast by the faculty in secret ballot; ballots are to be mailed to faculty members.

In election, consideration shall be given to the contribution of the candidate to the general welfare of the college.

Students who are elected to membership are recognized at the Annual Honors Program.

COUNSELING

Academic Counseling:

Indiana Central College maintains a program of academic counseling which is directed by the Academic Dean, assisted by the Registrar, the Curriculum Counselor, the chairman of the Classification and Petitions Committee, and the advisers.

The orientation program, begun during the registration period, continues with a group of scheduled lectures designed to acquaint the student with the program and policies at Indiana Central College and to aid him in adjusting himself to his work and his new environment.

The work of academic counseling is divided into two periods. Upon entering college for the first time, each student is assigned a faculty counselor who assists him with problems which he may confront. The faculty counselor is retained throughout the freshman year and until the major subject has been chosen. Each student is asked to declare his major subject at the end of the first semester in the sophomore year. The professor in charge of the major subject then becomes the academic counselor for the student. The student is counseled concerning the courses to be taken in his field of specialization and his registration is approved by the faculty adviser.

Personal Counseling:

The personal counseling service is coordinated by the Dean of Students and Dean of Women working with other faculty and staff persons. Each professor should consider himself as a counselor for many of the student's personal problems as well as his academic problems. It is assumed that the counselor will base his help upon the purpose of the college and the personal and religious standards of the college as well as upon the individuality of the student.

One of the advantages of a college our size is the opportunity of becoming personally acquainted with students on an informal basis. It is hoped that faculty members will be alert to student needs and opportunities for contact and association outside of the classroom and that faculty members will help initiate such contacts.

The Testing Service:

Individual tests of vocational interests, aptitudes, intelligence, and personality are available to assist in counseling. Counselors desiring such services should contact the Director of Testing.

All students participate in the following testing programs:

1. Scholastic Aptitude Test

   All students entering the day school and all students in the Evening Division who matriculate must take the Scholastic Aptitude Test.

2. The College Board Advanced Placement Examinations

   Superior students are encouraged to take these tests during their senior year in high school.

3. The College-Level Examination Program

   Students of all ages who have participated in nontraditional college-level education and who believe that they can demonstrate mastery of a particular subject are encouraged to take these tests.

4. The English Proficiency Test

   All incoming students to the day division take the English Proficiency Test prior to the time classes begin. All students in the Evening Division take the English Proficiency Test prior to the time they enroll in their first English course, but no later than in the semester after they have completed matriculation requirements.

5. The Undergraduate Record Area Tests

   All juniors are required to take these tests. These must be taken before the student can enroll in Supervised Teaching 405 or 411.

6. The Undergraduate Record Field Tests

   All seniors are required to take the Field Tests in their major subjects.

The results of these tests are available to the faculty.

EVENING DIVISION ORGANIZATION

The Evening Division is responsible for the programming of all college credit courses which meet in the evening, on Saturdays, and during the summer. It is administered by the Dean of the Evening Division.

The Dean of the Evening Division is assisted by a Director of Student Services of the Evening Division. The Director is responsible for admission, bursar, and registration procedures.

Full-time members of the day school faculty, assigned by the Academic Dean to evening teaching, and part-time faculty selected by the Dean of the Evening Division constitute the faculty. They are assigned to specific courses by the Dean of the Evening Division.

The Evening Division Office is located at the south end of the first floor of Good Hall. Mail boxes for all Evening Division faculty are provided in the lounge located there. Records of all evening students are located in the Evening Division office with the permanent records filed in the Registrar's Office.

Additional information concerning the Evening Division and its faculty may be found in the annual Faculty Handbook of the Evening Division.

GRADUATE DIVISION ORGANIZATION

The Graduate Division was established in 1966 to offer course work leading to the Master of Arts degree. It is a separate division of the college, administered by the Dean of the Graduate Division, working closely with the Graduate Council.

The Graduate Council consists of seven members of the faculty and administration. See the Graduate Bulletin for the current listing of these individuals. The Council has final authority in all matters pertaining to admission and graduation of students, curriculum recommendations, and other administrative policies of the division. The Council meets in September, November, January, March, and May.

The graduate faculty consists of full-time members of the college faculty who have been appointed to the graduate faculty by the President of the college. Regardless of whether or not such faculty are teaching graduate courses in any given semester, they are considered members of the graduate faculty. The graduate faculty is convened by the Dean of the Graduate Division or the Graduate Council.

The Office of the Graduate Division is located in Good Hall within the Evening Division facilities. The permanent student records of the division are located in the Office of the Registrar.

Additional information concerning the regulations, policies, and procedures of the division may be found in the Division of Graduate Studies Bulletin.

COLLEGE ADMINISTRATION

The Board of Trustees

The board of trustees is the body which constitutes the legal entity of the institution. The corporation under which the college operates is legally known as Indiana Central University. At the present time, its board of trustees consists of fourty-four members, each of whom (except for the president of the college, the resident bishop, and the president of the Alumni Association) is elected for a term of four years. The board membership is as follows:

Ex officio members, 3 (the president of the college, the Indiana area United Methodist bishop, and the president of the Alumni Association).

Conference representatives, elected by the supporting annual conferences: North Indiana Conference, 12; South Indiana Conference, 12.

Alumni representatives, elected by the Alumni Association, 5.

Trustees-at-large, elected by the board, 12.

The board of trustees meets annually on the Thursday next preceding the annual Commencement and at other times on call. The executive committee functions for the board between meetings. It consists of thirteen members of the board and meets on call of the President of the college, who is the chairman of the committee.

Among the duties and responsibilities of the board are the following:

Election of board officers, which include: Chairman, vice-chairman, secretary, and treasurer.

Full legal responsibility for all affairs of the institution.

Establishment of institutional policies which serve as guidelines for its administration and operation.

Election of the President of the college and the review and approval of his annual report.

Review and approval of the annual report of the treasurer of the corporation.

Approval of annual employment contracts for all members of the faculty.

Determination of the areas of study to be offered by the college and the departments through which it shall function.

Individual members of the board shall represent the interests of their various constituent areas in the affairs of the institution, and shall present the work, interests, and needs of the college to the members of their constituent areas.

The President of the College

The college president is elected by and is responsible to the board of trustees of the college. He is charged by the board with full responsibility for the administration of all the affairs of the institution. In addition to this general responsibility of administration, the bylaws of the corporation define his duties in the following terms:

> "The President shall be ex officio chairman of the Executive Committee and of the faculty and shall be ex officio a member of all regular committees of the board and faculty."
>
> "He shall be the chief executive of the College and represent its internal and external interests, unless otherwise defined by special action of the Board. He shall report annually to the Board of Trustees and periodically to the Executive Committee of the Board. He shall make such recommendations as are deemed by him to be in the best interests of the College. He shall be responsible, in consultation with the Academic Affairs Committee and with approval of the Executive Committee, for the selection of faculty. He shall be responsible, with approval by the Executive Committee, for the selection of administrative staff."

The Treasurer

The treasurer is elected by the board of trustees of the college to serve as chief fiscal officer of the institution.

The chief responsibilities of the treasurer include:

Preparation of the annual operating budget of the institution, in cooperation with department heads and other administrative officers.

Preparation and presentation to the board of trustees of an annual financial report of the corporation.

General responsibility for accounting procedures and records.

Administration of the scholarship and grant program of the college, with advice and guidance from the Admissions and Student Aid Committee.

General oversight of and responsibility for the retirement and insurance records of the college.

The Academic Dean

The academic dean is directly responsible to the President of the college. Among his duties he will:

Assume general direction of the academic program of the college.

Cooperate with the president, division chairmen and department chairmen in the selection of new faculty members.

Make recommendations to the business manager concerning requests made by division and department chairmen from members of the faculty for equipment and assistance.

Prepare reports required by accrediting agencies.

Report to the president concerning departmental offerings and enrollments and changes recommended by department heads.

Serve as a member of the Admissions and Student Aid Committee, the Classification and Petitions Committee, the Educational Policies and Curriculum Committee, and as an ex officio member of the other faculty committees.

Enforce the regulations governing class and convocation attendance of students.

Preside over faculty meetings in the absence of the president.

Counsel with new faculty members regarding the policies and procedures of the institution.

The Evening Division Dean

The dean of the evening division is responsible to the President of the college in administrative matters, and to the academic dean in academic affairs. His administrative responsibilities include:

Scheduling of evening division classes.

Assigning classes to full-time instructors.

Hiring of part-time instructors.

Director of evening and summer programs.

National councilor of evening Honor Society, Alpha Sigma Lambda.

Representative of the college to the Association of University Evening Colleges.

The Graduate Division Dean

The dean of the graduate division has both academic and administrative responsibilities. He is responsible to the President of the college and performs the following:

Presides at meetings of the Graduate Council.

Represents the college at meetings of the Midwestern Association of Graduate Schools.

Schedules graduate division classes.

Recommends budgetary needs for the graduate division.

Academic responsibilities of the graduate dean include:

Admission of students.

Awarding of transfer credit.

Registration of students.

Presentation of candidates for the degree.

The Business Manager

The functions of the business manager include:

Management of the business office.

Direction of the switchboard operation.

Responsibility as purchasing officer for the college.

General responsibility for the business management of subsidiary enterprises, including College Enterprises, Inc. and University Apartments, Inc.

General responsibility for operation of the auxiliary services of the college, including the dining hall, bookstore, dormitories, married student housing and miscellaneous housing.

Oversight of the physical plant.

Employment of service personnel.

Employment of part-time student personnel and assistance to students desiring off-campus employment.

General oversight of central office storerooms, central printing and mailing, and related services.

General oversight of campus facilities and buildings used by off-campus groups.

The Registrar

The functions of the registrar are to:

Establish and maintain records of students' registration and scholastic achievement.

Analyze and submit to the Classification and Petitions Committee for evaluation the credentials of transfer students.

Prepare class and examination schedules.

Plan and supervise registration procedures.

Make statistical studies and prepare reports from materials which are housed in the registrar's office, e.g., class and

school enrollments, grade distribution, probation lists, honor lists, faculty teaching loads, degrees conferred, and classroom utilization.

Secure grade reports from instructors and distribute them to students.

Certify to the Veterans Administration that the student who is a veteran is satisfactorily pursuing the approved objective.

Prepare for the various local boards of the Selective Service System enrollment and status reports concerning each student registrant in the Selective Service System.

Prepare applications for teacher certificates.

Issue transcripts of credits and status reports for students.

Submit to the Classification and Petitions Committee lists of candidates for degrees and honors.

Curriculum Counselor

Responsible to the registrar, the counselor:

Meets students to discuss their proposed program.

Advises students, through the use of check sheets and pre-registration cards, regarding course or curriculum requirements.

Pre-registers students for courses which they plan to take.

Assistant to the President and Director of Development

The assistant to the President and director of development is responsible to the President of the college and, in addition to the various duties assigned him by the President, has administrative responsibility for the following:

Admissions, Alumni Relations, Church Relations, Public Relations and Data Processing.

Annaul giving for current operations from Fellows, alumni, business, and other sources.

Capital gifts from various sources, including recurring campaigns and special emphases.

Grants from both private and governmental sources.

Deferred giving and bequests, including trusts, life income agreements and gift annuities.

Director of Public Relations

The functions of the director of public relations include:

Use of various media--newspaper, periodicals, radio, television, photography, displays, and the like, to inform the public concerning the college. He is responsible for the college's news bureau.

Sponsorship of student publications unless otherwise designated.

Assistance to various departments of the college in the preparation and distribution of bulletins, brochures, and other printed materials.

Preparation of copy for advertising.

Admissions Director

The functions of the admissions director include:

Execution of the admissions policies adopted by the college.

Counseling with prospective students concerning their vocational and educational objectives.

Management of the office, including correspondence, high school visitation, and interviews.

Distribution, collection, and processing material pertaining to admissions.

Planning and supervision of special recruitment programs (including High School Day) deemed necessary to meet the student resource needs of the college.

Preparation of literature for use by the admissions office.

Official representation of Indiana Central College and interpretation of its policies to high school personnel and prospective students, acquainting them with the various educational opportunities available.

Interpretation of changing admissions standards and methods of predicting college success to the college faculty and research essential to intelligent decisions relating to admissions.

Director of Church Relations

Included among his duties are to:

Serve as the liaison between the church constituency and the college.

Book choir engagements and college deputation groups.

Represent the college at various church-related functions.

Be available to counsel with students and faculty.

Director of Alumni Relations

The functions of the director of alumni relations include:

Responsibility for the alumni records.

Interpretation of the college to the alumni.

Organization and assistance to area alumni groups.

Stimulation of alumni loyalty and support for the college.

Director of Placement Bureau

The functions of the director of the placement bureau are to:

Prepare confidential credentials on graduates for use by prospective employers.

Contact prospective employers and arrange employer-candidate interviews.

Advise students of proper employer-employee relationships in securing and retaining positions.

Provide vocational guidance and counseling to students.

Be available to both students and alumni to assist in the placement procedure.

Director of Testing

The functions of the director of testing are to:

Administer the college testing program.

Keep records of test results.

Furnish test information to the administration and faculty.

Test in connection with vocational and personal counseling.

The Dean of Students

The functions of the dean of students include:

Availability to students for personal counseling and guidance as the need arises, realizing some matters will by their nature be referred to other staff persons responsible for a particular phase of the college program. This will assist students to find answers or to adjust to individual problems.

Service as executive secretary to the extra-class activities committee, and administration of many of the committee's responsibilities through his office.

Membership on the Central Council and service as a resource person to it.

Coordination of dormitory life of male students and assignment of men to dormitories.

Membership on the Dining Hall Committee.

Service as advisor to the Student Court.

Active support and guidance to the activities of the Dads' Association.

The Dean of Women

The functions of the Dean of Women include:

Availability to students for personal counseling and sharing of their individual concerns as they adjust to college life and young adulthood.

Assistance and guidance to groups planning the traditional student programs such as Freshman Orientation, Brown County Day, Class Convocations, Spring Festival and the Mothers' Association.

Coordination of the dormitory life of women students.

Resource service to committees planning special student social activities.

Membership on the Dining Hall Committee and general supervision of dining hall functions.

Residence Directors

The functions of the residence directors are to:

Work closely with the dean of students and dean of women to maintain the best possible dormitory conditions.

Act as resource counselor for students who seek guidance in personal adjustment and campus life.

Serve as members of the dormitory council and staff council, both of which meet regularly.

Work with monitors, floor representatives, and dormitory councils to maintain acceptable dormitory study and rest conditions.

Arrange for overnight guests of students.

Manage the dormitory office and supervise student office hours.

Report all needed repairs and supplies to maintenance.

Supervise the linen supply and the custodial service in the dormitories.

The Librarian

The functions of the librarian include:

Supervision of book ordering.

Preparation of periodic reports required by the State Department of Public Instruction, the U. S. Office of Education, and the State Library.

Preparation of budget estimates and a record of current expenditures.

Functions of the library staff, under the supervision of the librarian, include:

Supervision of the library reading room.

Reference work and assistance to students and faculty.

Cataloging and classifying new books to prepare them for the shelves.

Keeping records of circulation statistics.

The Superintendent of Buildings and Grounds

The functions of the superintendent of buildings and grounds are to:

Oversee custodial and other essential services for the college buildings and other college properties.

Supervise the care of the college grounds.

Provide, with his staff, for needed repairs and remodeling of college buildings, campus, and equipment.

BYLAWS OF INDIANA CENTRAL UNIVERSITY

Grateful to Almighty God for the blessings of His grace, and desiring to foster higher education under Christian auspices, the Board of Trustees of Indiana Central University does hereby make, ordain and establish the following Bylaws and Regulations, to wit:

ARTICLE I

The Institution

Section 1. Indiana Central University shall be so maintained under the Articles of Association and these Bylaws, as to carry out the purposes of the corporation under which it exists.

Section 2. The purpose of the institution shall be to promote liberal education at the college level under the auspices of the United Methodist Church.

ARTICLE II

The Board of Trustees

Section 1. The membership of the Board of Trustees shall be as follows:

a. The President of the institution shall be ex officio a member of the Board with full powers except that he may not be its Chairman, Secretary or Treasurer.

b. The active Bishop or Bishops of the cooperating territory and the President of the Alumni Association shall be ex officio members of the Board.

c. Each of the two conferences of the United Methodist Church in the state of Indiana shall be entitled to be represented by twelve (12) members on the Board. Board members representing the conferences shall be elected by each respective conference from persons nominated by the Nominating Committee of the Conference. All trustees shall be elected for terms of four years. Not more than one half of the total number of the Conference representatives on the Board may be ministers.

d. The Alumni Association may elect five of its members as members of the Board of Trustees of the institution, each to be elected for a four-year term.

e. The Board itself may elect twelve (12) trustees-at-large, each for a term of four years. Trustees-at-large shall be nominated by the Executive Committee of the Board as it may deem advisable. Such nominations shall be presented to the Board for election and may, between meetings of the Board, be presented to the members of the Board by mail for vote and election.

f. All elected trustees shall be elected with terms expiring on a rotating basis so that the terms of approximately one-fourth of the members expire each year. Terms necessary to establish such rotation shall be determined by the Executive Committee after which each term shall be for a period of four years.

g. Regular employees of the institution, except its president, shall not be eligible for membership on the Board of Trustees.

h. A vacancy in the Board of Trustees may be filled by the Board or, in the interim between Board meetings, by the Executive Committee of the Board, to complete the unexpired portion of the term.

Section 2. The annual meeting of the Board shall be held at the institution in Indianapolis, Indiana, during the week immediately preceding the annual spring commencement, except in an emergency when the date shall be fixed by the Executive Committee. Notice of the meeting shall be mailed to the trustees at least fifteen days prior to the date of the meeting. Special meetings may be held at any time on call of the Chairman of the Board, the Executive Committee or one-fourth of the trustees. The call for a special meeting shall be filed with the Secretary of the Board who shall immediately notify the members of the Board of the time and place of the special meeting. Notice of such meeting shall be mailed at least fifteen days prior to the date of the meeting.

Section 3. A majority of the members of the Board of Trustees shall constitute a quorum for the transaction of business.

Section 4. It shall be the regular business of the Board to receive written reports from the President, the Treasurer and from any others from whom the Board may request reports.

The Board shall review the minutes of the Executive Committee. It shall call for reports from standing and special committees as it may determine.

It shall have responsibility for approving the general courses of study which lead to particular degrees and for determining the departments which are to be maintained.

It shall make provision for the employment of a competent faculty and such other employees as may be needed to carry out the purposes of the institution.

Section 5. The vote upon any question of business when requested by any trustee shall be taken by ayes and nays and entered upon the record. Upon request of any two trustees any election by the Board shall be by ballot, and shall be recorded, and if it requires more than one vote to make an election, each vote shall be recorded.

ARTICLE III

The Officers of the Board

Section 1. The officers of the Board shall be: Chairman, Vice-Chairman, Secretary and Treasurer. They shall be elected annually by the Board to serve for a period of one year or until their successors are elected and qualified. The Secretary of the Board shall be Secretary of the Corporation and the Treasurer of the Board shall be Treasurer of the Corporation. The office of Secretary and the office of Treasurer may be held by persons who are not members of the Board.

Section 2. Vacancies at any time existing or occurring in any of the said offices may be filled by the Board of Trustees at any meeting thereof. In the interim between the meetings of the Board such vacancies may be filled by the Executive Committee with persons so elected to serve until the next meeting of the Board.

ARTICLE IV

The Duties of the Chairman of the Board of Trustees

Section 1. The Chairman of the Board of Trustees shall preside at the meetings of the Board, shall sign the minutes of the Board when properly entered and approved, and shall make such committee appointments as the Board may direct.

Section 2. He shall see that proper records and files are made of the work of the Corporation. He shall sign legal papers when authorized and directed by the Board or its Executive Committee.

ARTICLE V

The Duties of the Vice-Chairman of the Board of Trustees

Section 1. The Vice-Chairman of the Board shall become Chairman in case of a vacancy in the office of Chairman and shall serve until the next Chairman is regularly elected.

Section 2. The Vice-Chairman shall serve as Chairman in any Board meeting in the absence or incapacity of the Chairman. He shall have authority to sign legal papers for the corporation in place of the Chairman when authorized and directed by the Board or its Executive Committee.

ARTICLE VI

The Duties of the Secretary of the Board of Trustees

Section 1. The Secretary of the Board of Trustees shall also serve as the Secretary of the Executive Committee of the Board.

Section 2. The Secretary shall keep a book to be called the Order Book of the Board. In this book he shall keep and promptly record full and complete minutes of all the acts and proceedings of the Board and of its Executive Committee.

Section 3. The Secretary shall be the custodian of the seal of the Corporation and shall, on authorization of the Board of Trustees or the Executive Committee, attest all deeds, mortgages, bonds and other contracts of the Corporation and, when required, he shall affix the corporate seal of Indiana Central University.

Section 4. Upon termination of his service, the Secretary shall deliver to his successor or to the Board or to the Executive Committee or the President of the College, all records, books, papers and all other articles pertaining to his office or to the Board of Trustees or the Corporation.

ARTICLE VII

The Duties of the Treasurer of the Board of Trustees

Section 1. The Treasurer of the Board of Trustees shall also be the Treasurer of the Corporation and ex officio a member of the Finance Committee of the Board without vote.

Section 2. The Treasurer shall receive and receipt for all moneys that may be paid to him, or come to his hands as Treasurer, noting in each receipt the account for which the same is received. He shall safely keep all moneys, and faithfully disburse the same as authorized by the Board of Trustees or the Executive Committee.

Section 3. He shall keep proper accounts in accordance with modern accounting practice and as may be required from time to time by the auditors employed by the institution.

Section 4. He shall make an annual report in writing to the Board of Trustees and to the Executive Committee covering the financial condition of the Corporation and of each affiliate organization, including a detail of income and expenses, assets and liabilities, and a report of the amounts, belonging to each fund of the college.

This report as well as his books and records shall be audited by a certified public accountant chosen and employed by the Board of Trustees or Executive Committee.

Section 5. The Treasurer shall be responsible and report to the President of the Corporation, who shall supervise his work.

Section 6. The Treasurer shall give bond in such sum as may be required by the Board of Trustees with security to be approved by the Board of Trustees or Executive Committee, conditioned that he will faithfully discharge the duties of the Treasurer during his continuance in office, that he will safely keep all moneys that may come to his hands as Treasurer, and faithfully and promptly disburse the same upon proper

authorization and promptly pay and deliver over to his successor in office or to the Board or Executive Committee or Chairman of the Board, all moneys in the treasury, and all books, papers and other articles and things in his hands or custody by virtue of his office, and belonging to the institution.

Section 7. He shall be elected annually by the Board of Trustees for a term of office beginning July 1 and ending June 30.

ARTICLE VIII

The President of the Corporation

Section 1. The Board of Trustees shall select and appoint the President of the Corporation, who shall also be the President of the College. The President shall be responsible and report to the Board of Trustees.

Section 2. The President shall be ex officio Chairman of the Executive Committee and of the faculty and shall be ex officio a member of all regular committees of the Board and faculty.

Section 3. He shall be the chief executive of the College and represent its internal and external interests, unless otherwise defined by special action of the Board. He shall report annually to the Board of Trustees and periodically to the Executive Committee of the Board. He shall make such recommendations as deemed by him to be in the best interests of the College. He shall be responsible in consultation with the Academic Affairs Committee and with approval of the Executive Committee for the selection of faculty. He shall be responsible, with approval by the Executive Committee, for the selection of administative staff.

Section 4. He shall sign legal documents for the corporation when authorized and directed by the Board or its Executive Committee.

Section 5. He shall be elected annually by the Board of Trustees for a term of office beginning on July 1 and closing on June 30.

ARTICLE IX

The Business Manager

Section 1. The office of Business Manager of the College and Treasurer

of the Corporation may be held simultaneously by the same person.

Section 2. He shall be responsible, under the direction of the President of the College, for the business management of the institution.

ARTICLE X

Committees of the Board

The Regular Committees of the Board shall be: the Executive Committee; the Finance Committee; the Academic Affairs Committee; the Student Affairs Committee; the Physical Facilities Committee; the Planning and Development Committee; and, the Public and Church Relations Committee.

These shall be continuing committees to function as may be required between meetings of the Board and shall report to the Board or its Executive Committee.

There shall be also a Nominating Committee and a Resolutions Committee to function in relation to the meetings of the Board. There may be such additional committees as the Board shall from time to time determine and direct.

Unless otherwise indicated in these bylaws or specifically determined by the Board, all committee memberships shall be filled through appointment by the Chairman of the Board of Trustees.

Section 1. THE EXECUTIVE COMMITTEE. The Executive Committee of the Board shall consist of the President of the Corporation, who shall be its Chairman; the Chairman of the Board of Trustees; the Secretary of the Board of Trustees, who shall be its secretary; the Chairman of the Finance Committee; two ministerial members from each of the supporting Annual Conferences, designated by the Bishop of the Conference, of whom one or both may be district superintendents; and, five additional members of the Board who shall be elected annually by the Board from among its non-ministerial members.

a. Said Committee shall have full power for, and on behalf of the Board to do and transact all affairs and business which the Board might rightfully do, and which shall be necessary and proper to be done and transacted in the interim between meetings of the Board. The Executive

Committee shall report its actions to the Board which shall review the minutes of the meetings of the Committee and approve or disapprove its actions.

b. The Executive Committee shall meet on call of the President or on call of the Secretary upon request of a majority of its members at such place, at such hour and on such day as may best suit its convenience and as the interests of the institution may require. Notice of time and place for each meeting shall be mailed to each member not less than ten days prior to the date of the meeting, except that in a case of emergency a meeting may be duly convened without such notice if a majority of all members of the Committee will sign a waiver of notice.

c. A majority of the Executive Committee shall constitute a quorum for the transaction of business, but a concurring vote of a majority of the members of the Committee shall be necessary to the validity of any of its acts or the passage or adoption of any order or resolution by it.

Section 2. THE FINANCE COMMITTEE. The Finance Committee shall make annual recommendations to the Board as to the annual expense budget, the securing of adequate funds for the institution and the financial policies of the institution.

a. The Committee shall recommend to the Board the salary for the President and the Treasurer.

b. The Finance Committee shall, subject to approval of the Executive Committee, select an Investment Committee which shall be responsible for the investment of endowment and other permanent funds of the Corporation. The Investment Committee may have members who are not members of the Board or the Finance Committee, but shall be responsible through the Finance Committee to the Board and Executive Committee. The Finance Committee shall have authority to employ, subject to the approval of the Executive Committee, investment consultants to give necessary guidance and assistance regarding matters of investment of funds.

Section 3. THE ACADEMIC AFFAIRS COMMITTEE. This committee shall be concerned with matters of faculty, curriculum and other academic items as they may come to the Board from

time to time. It shall receive recommendations from the office of the President regarding contracts for faculty members including the items of salary scale, rank, tenure, etc. It shall review these proposals and present its recommendations to the Board of the Executive Committee for consideration.

It shall deal with specific items as may be referred to it by the Board or the Executive Committee. It shall have authority to hear grievances or problems of members of the faculty as these may be presented to it. It also may make inquiry into and study conditions of faculty employment on its own initiative. Recommendations regarding any of these matters shall be presented to the administration of the college or the Executive Committee of the Board.

The Committee shall consist of five (5) members of the Board of Trustees appointed by the Chairman of the Board and four (4) members of the faculty elected by the faculty. The faculty itself shall determine the qualifications and methods of election of the four (4) faculty members.

Section 4. THE STUDENT AFFAIRS COMMITTEE. This committee shall be concerned with items related to the problems and welfare of the student body. These matters will include, but shall not be limited to, admission policies and procedures, student organizations and their regulation, student living conditions and personnel services. The Committee shall report annually to the Board of Trustees and at such interim times as may be necessary and advisable to the Executive Committee.

Section 5. PHYSICAL FACILITIES COMMITTEE. The Physical Facilities Committee shall report annually to the Board of Trustees regarding the state of the campus, buildings and equipment of the institution. It shall make such recommendations as to upkeep and improvement as it deems to be in the best interest of the institution.

Section 6. THE PLANNING AND DEVELOPMENT COMMITTEE. This committee shall be concerned primarily with the future of the institution. It shall conduct studies and surveys and make projections regarding the opportunities, responsibilities and needs of the institution. It shall be charged with the responsibility of making recommendations to the Board of Trustees or its

Executive Committee from time to time regarding expansion of facilities, program and resources as it may deem to be in the best interest of the college.

Section 7. THE PUBLIC AND CHURCH RELATIONS COMMITTEE. This committee shall give guidance to and review activities related to the public affairs of the college. It shall stimulate and encourage programs and procedures which are concerned with matters of communication with the public and the church to the end that our institution may be well and favorably known to them which it seeks to serve.

Section 8. THE NOMINATING COMMITTEE. The Nominating Committee shall annually recommend nominations to the Board for election of the officers of the Board and members of the Executive Committee. It shall prepare the ballot for persons nominated by the Board and conduct the annual election. It shall include on the ballot for election the names of persons nominated by the Executive Committee for positions as trustees-at-large.

Section 9. THE RESOLUTIONS COMMITTEE. This committee shall have responsibility for preparing and presenting to the Board such resolutions as it deems advisable and any resolutions regarding specific items which the Board may direct.

ARTICLE XI

Loan of the Endowment Funds

Section 1. The Treasurer and Finance Committee shall be charged with the responsibility of the investment of the Endowment Funds of the institution in accordance with sound investment practices.

Section 2. Real estate mortgages accepted as security for any loan of Endowment Funds shall be a first and prior lien upon the real estate. Every applicant for a loan to be secured by real estate mortgage shall, prior to the disbursement of said loan, furnish all necessary title documents showing that he is the owner in fee simple of the property to be mortgaged.

Section 3. No loan shall be made from the Endowment Funds to any trustee, officer, or employee of the institution.

ARTICLE XII

The Funds of the Corporation

Section 1. THE ENDOWMENT FUND. The Endowment Fund shall consist of such moneys as are paid in and all such gifts, grants, donations and bequests to the corporation, as by the terms of the grant, gift, donation or bequest are designated for the use of the said Endowment Fund.

This Endowment Fund shall be kept, retained, and preserved as a permanent fund for the endowment of the institution, and shall be loaned or invested according to the provision of these bylaws.

The interest or other earnings of the Endowment Fund, derived from loans and investments, shall accrue solely for the benefit of the institution and shall be dispensed in accordance with the directions of the Board of Trustees.

Section 2. THE OPERATING FUND. The Operating Fund shall consist of interest and other earnings from the Endowment Fund, receipts from tuition and fees, and of moneys paid by the conferences and by other organizations and individuals for the operation of the institution. The Operating Fund is chargeable with any and all funds paid for current or operating expenses of the institution.

Section 3. THE PLANT FUND. The Plant Fund shall consist of all assets that may be made available for buildings and permanent improvements from gifts and bequests specifically for this purpose and such other funds as may be so designated by the Board of Trustees or its Executive Committee.

Section 4. Separate, clear, distinct and full accounts of each of the funds shall be kept upon the books of the institution, so as to show at all times the true state and condition thereof.

ARTICLE XIII

Miscellaneous

Section 1. The fiscal year of the corporation shall commence on the first day of July in each year and close on the thirtieth day of June thereafter, both days inclusive.

Section 2. The corporate seal shall be affixed to all deeds, mortgages, bonds and other obligations of the corporation requiring a seal.

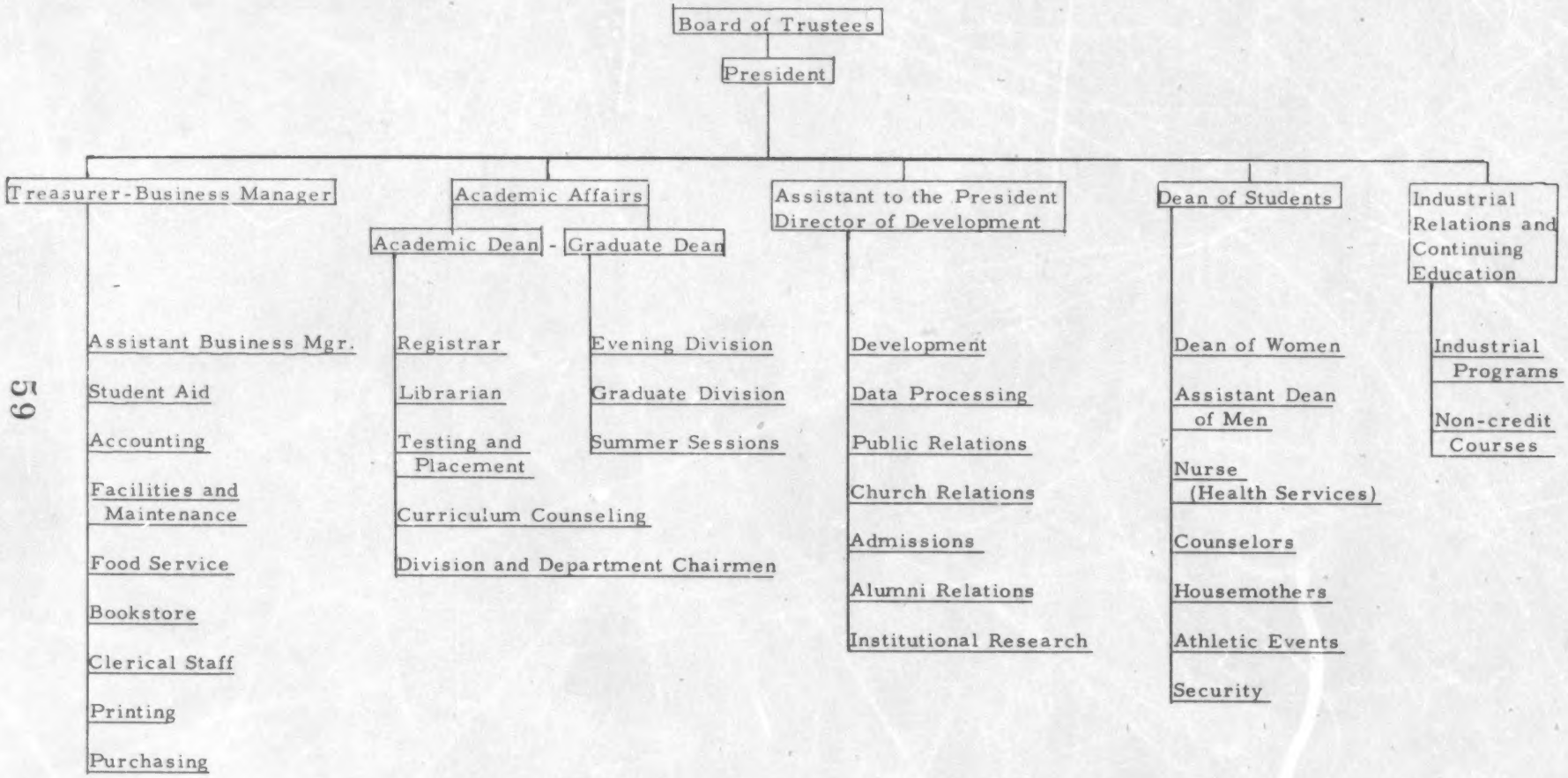
Section 3. The office of the Corporation shall be in the building housing the office of the President of the institution.

ARTICLE XIV

Amendments to Bylaws

These bylaws may be amended at any regular meeting, provided that proposed amendments shall have a first reading at least twelve hours before a second reading for consideration, improvement, and adoption, and provided that a vote to amend shall be by two-thirds of all the members present.

Administration of the College



CHECKLIST FOR NEW FACULTY MEMBERS

_____Conference with Academic Dean

Transcript of credits and Personal Data forms for President, Academic Dean, and Director of Public Relations.

_____Conference with Departmental Chairman

Teaching assignments, library use, book orders, and related items.

_____Conference with Business Manager

Internal Revenue Service forms, hospitalization insurance, life insurance, social security, TIAA-CREF, necessary keys.

_____Visit Bookstore in Schwitzer Center, lower level.

Mailbox assignment and combination.

IMPORTANT ITEMS

1. Attendance at all faculty meetings is required. Matters discussed shall be considered strictly confidential and proceedings of the meetings are to be released only by the President.

2. Departmental Chairman should be informed, in advance, of the place and time of speeches, awards, field trips, and professional activities. He will be responsible for relaying this information to the Public Relations Office.

3. Attendance at Convocation programs is required of students. Faculty members are urged to participate regularly and no meetings or conferences are to be scheduled during this time.

4. A schedule of class and office hours is to be posted by each instructor on his office door with a copy to the Switchboard Operator.

5. Changes in addresses and/or telephone numbers should be immediately reported to the Switchboard Operator. Emergency numbers for faculty may also be listed with the operator.

6. Personnel records should be kept up to date in the office of the President.

7. Copies of course outlines should be filed with the Department Chairman (3 copies), who will in turn file one with the Divisional Chairman and the Academic Dean.

8. Absences from class by instructors should be reported to the Academic Dean.

9. Items for the Intercom (the faculty weekly newsletter) should be given directly to the Public Relations Office. The deadline is 4:30 p.m. Monday of each week.

10. Smoking is not permitted in classrooms, laboratories, or in offices. Designated smoking rooms may be found in each building. Faculty members should observe "no smoking" regulations which apply to all campus personnel.

11. The use of alcoholic beverages on the part of students is strictly prohibited. The college does not regulate a student's conduct in his own home, but does exercise authority in campus relationships. This regulation clearly implies what is expected of faculty members.